

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING  
CLEARVIEW, 198 COUNTY DF, JUNEAU, WI 53039  
IN THE TOWNE CENTRE CONFERENCE ROOM**

**November 3, 2017**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:00 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff  
Jeff Duchac  
Dan Hilbert  
Tom Schaefer

**ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator/Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Jim Hill, Director of Environmental Services; Adam Kikkert, Maintenance Lead; Jessica Strean, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

**ABSENT:** Lisa Derr

3. **APPROVAL OF MINUTES OF OCTOBER 4, 2017 MEETING:** Motion made by Schaefer to approve the October 4, 2017 Minutes; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Hilbert. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	21 of 30
Clearview:	119 of 130
Clearview Behavioral Health 1/2/3:	22 of 30
ICF-IID (formerly FDD):	45 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	19 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Consider, Discuss, and Take Potential Action on "Resolution Approving Participation in the Blue Zone Project and Requesting Blue Zone Worksite Designation":** A Resolution was reviewed by the Committee to approve Clearview's participation in the Blue Zone Project and requesting Blue Zone worksite designation. Motion by Duchac to approve the Resolution as drafted; seconded by Schaefer. Motion carried. The Resolution will go before the Executive Committee and on November 6, 2017, and the County Board of Supervisors on November 14, 2017.
- **Update: Director of Support Services:** A Job Description Questionnaire ("JDQ") has been drafted for the Director of Support Services position and will be going to Human Resources for approval at their November 7, 2017 meeting. The position is at Labor Grade 12. After approval, the job will be posted; the position is expected to be filled in early 2018.
- **Update: Facility Assessment / Emergency Preparedness:** Facility assessments are required to be done for the nursing home and the Brain Injury Center and will be enforced starting November 28, 2017, in conjunction with the Mega Rule. A draft has been prepared and is close to being completed. Clearview's resident profile (Part 1) consists of a description of each household, which includes number of beds, admission and discharge history, therapies received, medication training, end of life care, and activities. Also included are diseases/conditions/disabilities and ethnic/cultural/religious factors. Services and care offered based on residents' needs (Part 2) are outlined. Part 3 consists of facility resources needed to provide competent support and care for our resident population every day and during emergencies (staffing plans, staff training, staff assignments, policies and procedures). A portion of the assessment also includes the physical environment and building needs, Health Information Technology resources, infection prevention and control, and a facility and community based risk assessment.
- **Update: Friends of Clearview Amendment to Bylaws:** The Amendment to the Bylaws of Friends of Clearview drafted by Dodge County Corporation Counsel Kim Nass was presented to the Friends of Clearview meeting on October 4, 2017. The Amendment allows for the addition of another Board member, bringing the total to 13 members. The Amended Bylaws were passed; Kira Sheahan-Malloy was added as the 11<sup>th</sup> Board member of Friends of Clearview Board. Malloy's appointment was confirmed by the Dodge County Board of Supervisors at its October 17, 2017 meeting. Malloy's term will run from January 1, 2018 through December 31, 2019.
- **Update: On-Line Auction - Sale / Pick-Up of Vehicles ~ Jim Hill:** Jim Hill reported the 1999 minivan sold for \$710.00 and was picked up on October 6, 2017. The 2003 Dodge Ram sold for \$535.00 and was picked up on October 9, 2017. Payment for both vehicles was received on October 16, 2017.
- **Update: Accounts Receivable / Collection:** The Committee was updated on the status of Clearview's collection status and will continue to be updated at future meetings.

- **Update: Siding / Skylight Project ~ Jim Hill and Adam Kikkert:** Hill and Kikkert updated the Committee with a PowerPoint presentation of before and after pictures. The skylight siding project started on October 16, 2017 and was completed by the end of the day on October 18, 2017. An estimate was obtained from Lee Kaul, d/b/a Kaul Exteriors, for future siding replacement of the bump outs. Wiley will report at the December 6, 2017 meeting about the possibility of having two bump outs repaired before the end of 2018.

**FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:**

**2017 Budget Adjustment:** Wiley provided the Committee with an Intra-Department Fund transfer form for the 2017 budget. He explained the reason for the transfer of \$40,000 from Clearview's capital budget to the operational budget was due to the fact that when the 2017 budget was developed, Clearview believed that it would have to purchase the new clinical/billing software. Once MatrixCare was selected, the expense of the software would be as a subscription, not a purchase.

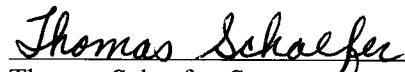
**2017 Budget Resolution:** Wiley provided the members an explanation of why there was a budget resolution. He explained that Clearview had revenue above what was budgeted for the Assisted Living and Behavioral Health facilities of the campus. Offsetting this extra revenue was additional expenses. Wiley listed areas of expenses that were higher than budgeted and other areas where expenses were lower. The increase in revenues and expenses is \$106,100 with a net effect of 0.

**Consider, Discuss, and Take Potential Action on Resolution ~ "Clearview 2017 Dodge County Budget Amendment":** A Resolution was reviewed by the Committee to approve Clearview's 2017 Dodge County Budget Adjustment. Motion by Duchac to approve the Resolution as drafted; seconded by Hilbert. Motion carried. The Resolution will go before the Finance Committee on November 7, 2017, and then the County Board of Supervisors on November 14, 2017.

10. **NEXT MEETING DATES:** *Wednesday, December 6, 2017, at 7:45 a.m.*, in the Gathering Room at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Schaefer. Meeting adjourned at 7:52 a.m.

Dated this 6<sup>th</sup> day of December, 2017.

Respectfully submitted,

  
Thomas Schaefer, Secretary